

## **EVIDENCE TECHNICIAN**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the accurate accounting and security of all property in the evidence room and verification of the proper chain of custody for evidence. The Evidence Technician is responsible for the lawful disposition of property maintained in the evidence room. The employee in this class has the authority to act independently following standard operating procedures and may perform special tasks with only general instructions. The Evidence Technician reports to and has work reviewed by the Deputy Chief of Police.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Corresponds with officers and general public regarding the disposition of property. Releases evidence to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Maintains an accurate account of all property transfers and releases. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Coordinates auctions for unclaimed property. Conducts audits of property inventory. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Verifies evidence reports against property to ensure accuracy. Provides for security of evidence room and ensures that all efforts are taken to make the property room safe and secure for employees as well as property. Transports evidence and materials to forensic labs or other agencies for investigation and analysis. Assists other personnel in preparing for court in relation to physical evidence and testifies in court when required.

Responds to all crime scenes and accident fatalities to search for and collect physical evidence. Documents evidence at crime scene by taking photographs, videotape, and by preparing sketches. Attends autopsies to photograph and collect evidence. Collects, photographs, and preserves fingerprints, palm prints, blood, hair

fiber, and physical evidence. Collects, preserves, classifies, and analyzes photographs. Prepares castings or moulages of tire impressions, foot and hand impressions, and any other tools or related impressions.

Compiles and maintains both manual and computerized records related to evidence including chain of custody documents, property receipts and related reports. Maintains detailed filing systems and records for booked property and photographs. Personally files all forms and records required. Records pertinent information on log sheets relating to daily work activities, time usage, mileage, vehicle maintenance, or other required information. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for report. Opens incoming mail for the Evidence Division and writes letters in answer to written or oral requests as needed. Proofreads typed materials and corrects errors. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Inspects, orders, and maintains equipment and supplies within budgetary limitations that are used for processing crime scenes and/or gathering evidence. Distributes supplies and equipment as required. Provides for the accounting or monies and assets of the Evidence Division.

Manages the operation of the Evidence Division. Conducts inspections of assigned department services and takes appropriate action to correct or improve problem areas. Assists in the development and presentation of departmental training relating to the collection, handling and presentation of evidence. Instructs and assists officers in the proper use of photographic and fingerprint equipment. Reviews the work of crime scene investigators concerning evidence collection and gives technical training and guidance as needed.

Promotes a positive image of the work of the department in the daily performance of duties. Serves as a liaison between the department and other local, state and federal law enforcement agencies. Conducts tours of department facilities for school or civic groups. Places telephone calls and schedules appointments for the Evidence Division. Answers telephone inquiries and assists in handling complaints from the public about the operation of the department. Answers questions and handles any routine requests by visitors to the office.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil

Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.